



U.S. Department of Justice

Office of the United States Trustee

Region 9

Grand Rapids, MI 49503

Phone: (616) 456-2002

Fax: (616) 456-2550

*If you represent debtors in bankruptcy,  
you are invited and encouraged to attend the*

## WORKSHOP ON HOW TO PREPARE BANKRUPTCY SCHEDULES

**WHAT:** As part of its ongoing *Civil Enforcement Initiative*, the Office of the United States Trustee, together with the Chapter 7 and 13 trustees for the Western District of Michigan, are pleased to present **free** training workshops, presented in problem format, on how to prepare bankruptcy schedules.

**WHO SHOULD ATTEND:** The intended audience for this series of workshops consists of all attorneys and their legal staff who practice in the district who are involved in the preparation of the petition, schedules, and statement of financial affairs for debtors in any bankruptcy chapter. The workshops are for those who desire to improve their bankruptcy practice before the Court and trustees and to possibly avoid enforcement action against their debtor clients who neglect their duties under Section 521 of the Bankruptcy Code and against attorneys who inadequately prepare filings for debtors.

**WHEN:** The workshops will be scheduled from **1 - 4 p.m.** at the following dates and places:

<b>Tuesday, September 14, 2004</b>	<b>Traverse City</b> (Oleson Center @ NMC)
<b>Thursday, September 16, 2004</b>	<b>Benton Harbor</b> (Mendel Center @ LMC)
<b>Wednesday, September 22, 2004</b>	<b>Marquette</b> (University Center @ NMU)
<b>Friday, September 24, 2004</b>	<b>Grand Rapids</b> (LV Eberhard Center @ GVSU)
<b>Thursday, September 30, 2004</b>	<b>Kalamazoo</b> (Fetzer Center @ WMU)
<b>Tuesday, October 5, 2004</b>	<b>Lansing</b> (State Bar of Michigan headquarters)

**COST:** *There is **no charge** for the workshop, but you **must pre-register** in order to attend.*

**HOW TO REGISTER:** To register, complete the registration form on the back side of this brochure and timely fax ((616) 456-2550) or mail it to the Office of the U.S. Trustee. Upon registration you will be sent a course agenda and directions to the workshop location you designate. Workshop materials will be provided to you at the workshop location.

**NEED MORE INFO?** If you have additional questions, please call (616) 456-2002 ext. 11 to speak with Jan Roys, paralegal at the Office of the U.S. Trustee.

**REGISTRATION FORM**  
for  
"Workshop on How to Prepare Bankruptcy Schedules"

*(Please use separate form for each person registering)*

Name: \_\_\_\_\_

State Bar P# (or position if not an attorney): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

e-mail: \_\_\_\_\_

What percentage of your practice involves the representation of debtors in  
bankruptcy? \_\_\_\_%

Please place an "X" in front of the session you wish to attend:

_____ Tuesday, September 14, 2004	Traverse City
_____ Thursday, September 16, 2004	Benton Harbor
_____ Wednesday, September 22, 2004	Marquette
_____ Friday, September 24, 2004	Grand Rapids
_____ Thursday, September 30, 2004	Kalamazoo
_____ Tuesday, October 5, 2004	Lansing

Please return this registration form *by mail* to:

Jan Roys, Paralegal  
Office of the U.S. Trustee  
330 Ionia Ave. NW  
Suite 202  
Grand Rapids, MI 49503

or *by fax* at (616) 456-2550 as soon as you know which session you can commit  
to, as the sessions are limited to the first 40 enrollees. (The U.S. Trustee expects  
to offer additional workshops at a later date in those cities where sessions are  
oversubscribed.)